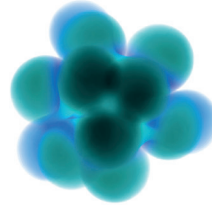




Intellectual
Property
Office



Studentship
Enterprise Awards
2014

The Studentship Enterprise Awards 2014

Guidance and Terms and Conditions





Guidance

What is the purpose of the StudentsHIP Enterprise Awards 2014?

The StudentsHIP Enterprise Awards 2014 encourage the practical application of Intellectual Property (IP) skills by Higher Education (HE) students working in collaboration with Higher Education Institutions (HEIs) and/or businesses.

The main purpose of the competition is to recognise and reward student-centric projects that :

- **Support the use and understanding of IP in student enterprise activities; and**
- **Increase the number of IP savvy graduates leaving HE**

Who can apply ?

The StudentsHIP Enterprise Awards 2014 are open to all UK HEIs.

The competition encourages collaboration between HEIs and businesses but we will only accept applications from HEIs – we will not accept applications led by either students or businesses (businesses can include local authorities, NHS Trusts, not for profit organisations etc).

There is a limit of TWO applications per HEI. This includes instances where the HEI is named as the lead institution or where they are participating in a consortium of institutions.

What type of projects will be supported ?

The competition is designed to support projects that promote student enterprise activities within HEIs where collaboration between students and academics results in the creation, management or exploitation of IP.

We do not wish to place limitations on the types of projects submitted, as such there are no categories or themes that your projects must fit into. However, all projects must fulfil the following two requirements:

1. a clear link to Intellectual Property (patents, design, trade marks, and copyright); and
2. 'student-centric' i.e. feature a student cohort as an integral and permanent part of its structure.

In addition, we would also expect projects to display some or all of the following features:

- to be interdisciplinary in nature;
- to promote an enterprise culture among the student body;
- to provide an opportunity to enhance student employability;
- to require competition funding because the project would not be viable without an element of external funding and/or would not normally attract funding from within an institution;

- to disseminate the outcome of their success for the benefit of the institution or wider community;
- to have a lasting impact on students' IP awareness/skills.

What we will NOT fund?

While we have not been prescriptive in the application process and wish to encourage innovation and creativity among prospective applicants, there are certain types of projects that we will not fund.

We will NOT fund projects that :

- Require funding solely to pay for costs associated with IP registration;
- Require funding to directly finance the launch of a start-up or spin-out without adequate provision for student enterprise activities;
- Require funding to employ additional staff e.g. expanding an enterprise/employability/KE office.

What are 'enterprise activities' ?

For the purposes of this competition we will consider enterprise activities to be activities in which students display an enhanced capacity to generate ideas and utilise specialised skills to turn these ideas into a commercial and/or social venture.

Within this definition, projects must be underpinned by the creation, management or exploitation of IP, with innovation and some form of Knowledge Exchange featured throughout.

Student and staff involvement

While each project must be led by a project leader from the institution we would encourage a mixture of student and staff involvement. We welcome projects that include any combination of academic staff, non-academic staff (e.g. non-teaching members of enterprise or employability offices etc), and Knowledge Exchange professionals.

The student cohort can include any combination of undergraduates, postgraduates, and recent graduates (within 2 years of graduation upon joining the project).

How much funding will be provided ?

A total prize fund of up to **£750,000** has been allocated.

Individual prizes of between **£10,000** and **£100,000** will be awarded. The number of prizes awarded will be determined by the value and overall quality of applications received.

Funding will be provided to projects that are deliverable from April 2015 to March 2016.

What judging criteria will be used ?

All applications will be subject to an initial sift prior to the selection of winning projects by an independent judging panel appointed by the Intellectual Property Office. Members of the judging panel will score each application against the following criteria :

1. Does the project support the use and understanding of IP in student enterprise activities ?

IP should be created, managed or exploited as part of the project – it must be an intrinsic feature and not coincidental to the main purpose of the project. Projects must include activities that enable students to put their IP knowledge and skills into practice – IP skills can be developed as a result of IP taught within the curriculum, as an extra-curricular activity or as part of the learning outcomes of taking part in the project.

2. Does the project feature student involvement as a fundamental part of its success ?

Projects can be staff led with students as part of the team or student led with staff involvement/oversight but in all cases the student cohort must be a fundamental part of the project.

As part of your application process you must provide details of the type of students involved in your project. While we appreciate that individual students may not remain throughout the course of the project, we do expect the overall number of students involved and their roles to remain constant throughout.

3. Does the project lead to the creation of more IP savvy graduates ?

Projects should seek to develop the IP knowledge and skills of students in a way that ensures they are applicable beyond the project e.g. in employment, further study etc to create long term impact.

4. Does the project represent value for money ?

How will winners be notified ?

The Intellectual Property Office will publish a list of finalists in the first quarter of 2015, these finalists will be invited to attend an event in March 2015 where the winning projects will be announced.

How will funds be paid to the winners ?

Funds will be transferred into the lead institution's nominated bank account – further details can be found in the Terms and Conditions.

What are the reporting requirements ?

Progress reports

Award winners will be required to provide two formal progress reports :

- **Interim** – Covering the period 1st April 2015 to 30th September 2015 (to be received by 31st October 2015).
- **Final** – Covering the full 12 month period of the project (to be received by 30th April 2016).

The Intellectual Property Office will supply a template for award winners to use which will specify the information required.

Failure to provide the progress reports by the deadlines specified above may invalidate the award and may lead to the Intellectual Property Office taking recovery action if the institution cannot demonstrate that the award was used for its intended purpose.

Case studies

Award winners will also be required to supply information for use in interim and final case studies, these will follow the timescales of the progress reports outlined above.

The Intellectual Property Office will supply a template for award winners to use which will specify the information required.

What are the Terms and Conditions ?

Full Terms and Conditions can be found in a later section.

The Intellectual Property Office strongly recommends that you read the Terms and Conditions of this competition before entering, **as by entering this competition you will be deemed to have accepted the Terms and Conditions and to agree to be bound by them.**

How to submit your application

The Intellectual Property Office would prefer entries to be submitted electronically to the following e-mail address:

StudentCompetition@ipo.gov.uk

Entries will also be accepted by post at :

StudentsHIP Enterprise Awards 2014
C/O Matthew Larreta (GY05)
Freepost CF 4185
Newport
NP20 1ZZ

The closing date for entries (electronic and paper) is **5pm on Friday 12th December 2014.**

Entries received after this date will not be accepted.

Terms and Conditions

1.0

Application process

1.1 The StudentSHIP Enterprise Awards 2014 are open to all UK Higher Education Institutions (HEIs).

1.2 The competition encourages collaboration between HEIs and businesses but we will only accept applications from HEIs – we will not accept applications led by either students or businesses (businesses can include local authorities, NHS Trusts, not for profit organisations etc).

1.3 There is a limit of TWO applications per HEI. This includes instances where the HEI is named as the lead institution or where they are participating in a consortium of institutions.

1.4 Entries will only be accepted using the official competition application form. The Intellectual Property Office would prefer entries to be submitted electronically to the following e-mail address: **StudentCompetition@ipo.gov.uk**

Entries will also be accepted by post at :

StudentSHIP Enterprise Awards 2014
c/o Matthew Larreta (GY05)
Freepost CF 4185
Newport
NP20 1ZZ

1.5 Application forms must be accompanied by a letter from a member of your institution's senior management team confirming their support for your entry into the competition – failure to include this letter of support with your application form may invalidate your entry.

1.6 **The closing date for entries (electronic and paper) is 5pm on Friday 12th December 2014. Entries received after this date will not be accepted.**

1.7 No responsibility will be accepted for entries lost, delayed, damaged, or mislaid, however this may have occurred.

1.8 An automatically generated email reply will be sent upon receipt of each application. Shortly after the closing date, an email will be sent to all applicants (using only the email address of the project leader as specified on the application form) providing further details about the next stage of the competition.

2.0

Judging process

2.1 All applications will be subject to an initial sift prior to the selection of winning projects by an independent judging panel appointed by the IPO. Members of the judging panel will score each application against the following criteria :

1. Does the project support the use and understanding of IP in student enterprise activities ?
2. Does the project feature student involvement as a fundamental part of its success ?
3. Does the project lead to the creation of more IP savvy graduates ?
4. Does the project represent value for money ?

2.2 All entries will be judged entirely on the information contained in their application forms. The judges' decision is final and no correspondence will be entered into or feedback provided in relation to this decision.

2.3 The Intellectual Property Office will publish a list of finalists in the first quarter of 2015, these finalists will be invited to attend an event in March 2015 where the winning projects will be announced.

3.0

Funding

3.1 Winning entrants will receive a financial "prize" to develop the project described in their application form – this does not constitute a contract for the supply of services. The value of the prize awarded to winning entrants will be confirmed in the formal award letter issued at the awards ceremony or shortly after.

3.2 The winning projects will be announced at a free to attend event due to take place in March 2015 (date and venue to be confirmed).

3.3 If the Intellectual Property Office is informed that a winner, for whatever reason, will not attend the event to accept their prize, the Intellectual Property Office reserves the right to award their prize to another entrant.

3.4 The Intellectual Property Office intends to transfer the awards directly to the winning institution's bank account shortly after confirming the winning projects. In order to do this the winning entrant must provide their institution's bank details by the date specified in the formal award letter.

3.5 In addition, the award winner must also supply a letter from a member of their institution's senior management team confirming their acceptance of the funding and the Terms and Conditions – failure to include this letter of confirmation may result in payment of funding being delayed.

3.6 Providing the funds are transferred by the end of March 2015 the Intellectual Property Office will consider the start date of projects to be 1st April 2015 with an end date of 31st March 2016 – this will be the term of the project.

3.7 Winning projects may be staff led with students as part of the team or student led with staff involvement/oversight but in all cases the funding given to the institution must always remain in their control – at no point should control of the funding be handed over to the student cohort or any third parties involved in the project.

3.8 The Intellectual Property Office will not increase the value of individual prizes or provide additional funding at a later date.

4.0

Reporting

4.1 Award winners will be required to provide two formal progress reports as well as content for two case studies. The Intellectual Property Office will supply a template for award winners to use which will specify the information required in both cases.

4.2 The interim report and case study will cover the period 1st April 2015 to 30th September 2015 (to be received by 31st October 2015). The final report and case study will cover the full 12 month period of the project (to be received by 30th April 2016).

4.3 Failure to provide the progress reports by the deadlines specified above may invalidate the award and may lead to the Intellectual Property Office taking recovery action if the institution cannot demonstrate that the award was used for its intended purpose.

5.0

Evaluation

5.1 The Intellectual Property Office reserves the right to conduct an evaluation of the competition to measure the relative success of the winning projects, the impact of the competition as a whole, and also to improve the management of the competition. Contribution from award winners is expected to be minimal but winning entrants may be required to contribute to any evaluation.

6.0

Publicity

6.1 By entering this competition, you agree to be involved in media activity relating to the competition. The Intellectual Property Office will contact you in advance to obtain quotes or to seek your permission if any media interviews are requested.

6.2 Award winners agree to acknowledge the Intellectual Property Office's contribution to their project in all publications and presentations relating to their project.

6.3 The Intellectual Property Office are happy to engage with award winners on competition related media activities. Press and marketing contacts at the Intellectual Property Office will be provided in the formal award letter.

6.4 Use of the Intellectual Property Office's logo in publicity activities must be agreed in advance with the Intellectual Property Office. Contact details for the team responsible for the logo will be provided in the formal award letter.

7.0

Data protection

7.1 Any personal information collected by the Intellectual Property Office during the course of the competition will only be used for administering this competition.

7.2 Entrants should note that subsequent to any application, the Intellectual Property Office may reproduce the entries, for whatever reason and in any medium, at its discretion. Entrants should therefore ensure that no commercially sensitive information is included in their applications.

7.3 Award winners will be required to supply information for use in interim and final case studies. By entering this competition, you agree that your entry can be used as a case study by the Intellectual Property Office.

7.4 The Intellectual Property Office reserves the right to use entries in any manner (including with or without attribution) within future Intellectual Property Office communications. The entries may also be used for press and media purposes.

7.5 Promoter and Data Controller: Intellectual Property Office, Concept House, Cardiff Road, Newport, NP10 8QQ. The Intellectual Property Office is an operating name of the Patent Office.

8.0

Agreement

8.1 By entering this competition you will be deemed to have accepted these terms and conditions and to agree to be bound by them.

Concept House
Cardiff Road
Newport
NP10 8QQ

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www.gov.uk

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